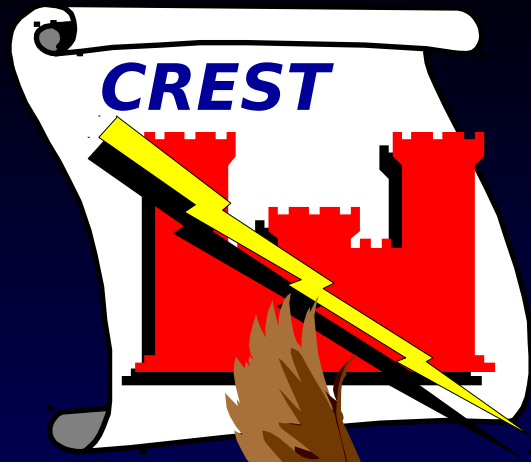
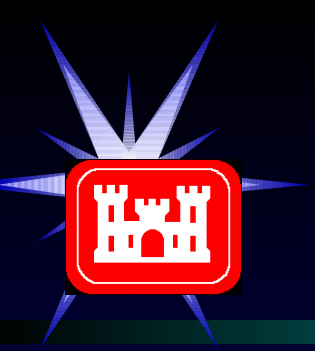




Contingency Real Estate Support

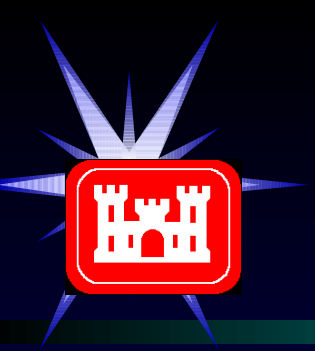
Real Estate Support for
Specific Missions

Prototype June
2001



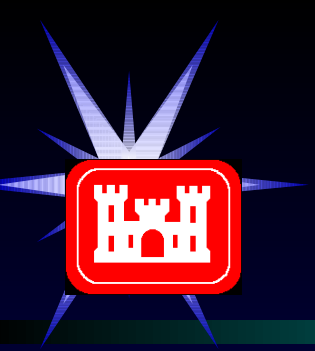
Objectives

- Assure understanding of Mission execution and how and where RE fits
- Define Real Estate's roles as SME
- Define RE working relationships
- Describe anticipated RE interests
- Encourage responsible use of real property



Real versus Personal Property

- Real estate
 - Land including the surface, whatever is attached to the surface, whatever is beneath the surface and whatever is above the surface
- Real property
 - All interests, benefits and rights inherent in the ownership of real estate
- Personal property
 - Movable; not permanently attached



Bundle of Rights

Right to:

Use and occupy

Sell

Lease

Enter

Give away

Do all of the above

Do none of the
above



Impacted District RE Team

First In - Last Out!

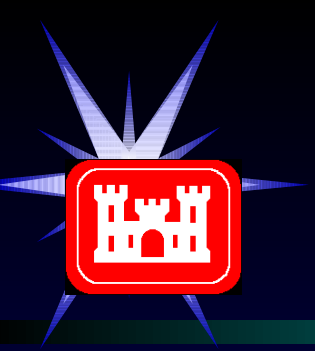
Real Estate Team Leader

Realty Specialist

**Administrative
Assistant/CEFMS**

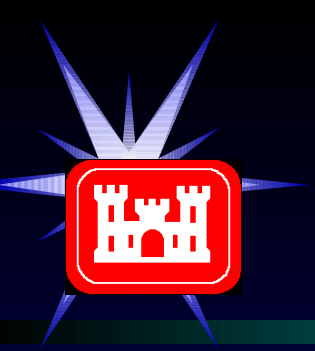
Real Estate Appraiser

Minimum staffing; numbers will vary according to missions, size of event and geographic area. Real Estate legal support is generally provided from the impacted District, if required.



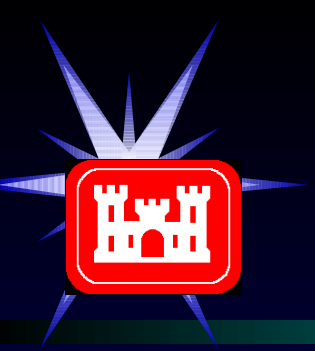
Impacted District RE Team (cont)

- First on-site; may be pre-positioned or deployed immediately after event; usually located in ERRO after established.
 - High risk Districts often pre-identify this team
 - Coordinates **all** ESF#3 real estate requirements for event; Team Leader attends all Commander's briefings and staff meetings
 - Supplemental personnel for large or long term contingencies provided by MSC RE PRTs
- REMEMBER:** Impacted District controls delegated authority to acquire real property interests.



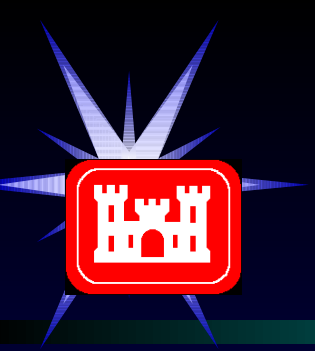
Subject Matter Experts (SMEs)

- Specially trained personnel
- Provide professional Real Estate support
- Speak up
- Help the customer do their job
- Time to react is limited - be proactive; be responsive
- Flexibility is key
- Communicate, communicate, communicate
- Subject matter expert means you DO something not just BE something



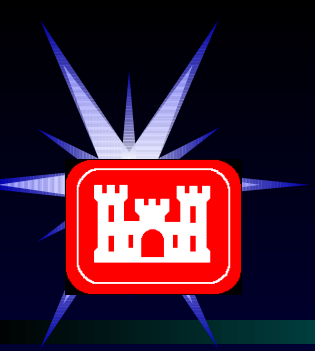
Authorities and Delegations

- Authority to acquire real estate is statutory
- Delegated to Chief, RE, of impacted District or assigned District
- He/she may or may not be able to re-delegate it further



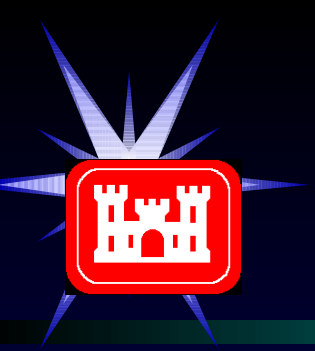
FEMA and the FRP

- FRP includes authority to acquire real property in support of ESF #3 missions
- Agreement with local government includes hold harmless clause
- Local government is required to and will (try to) provide all lands, easements and rights-of-way



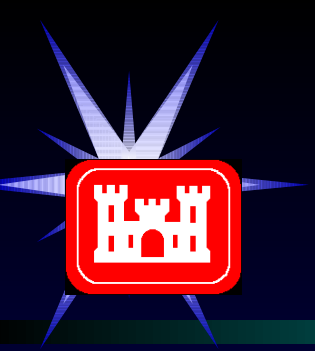
Mobilization/Staging Areas Provided by FEMA

- Evergreen, AL
- Camp Shelby, MS
- Jacksonville, FL
- IAP, San Juan; NSRR, Ceiba, PR
- Charlotte Amalie, St Croix, USVI
- Ft Gillem, GA
- Ft Jackson, SC
- Ft Bragg, NC
- Norfolk, VA
- Dobbins AFB, GA
- Others



Typical FEMA Mission Assignments

- Ice and Water
- Emergency Power
- Establish an ERRO
- Debris Clearance
- Debris Removal and Reduction
- Temporary Roofing
- Temporary Housing
- Technical Assistance



Typical Space and Facilities

- Office space to house ERRO and field offices
- Distribution and staging sites
- Hard stand
- Warehouse space
- Cold storage
- Land for housing sites
- Lodging
- Parking
- Debris collection, sorting, reduction and disposal sites



Developing Customer Requirements

- How much space; how many people doing what?
- Are there any special support requirements: phones, utilities, security, parking, conference rooms?
- What kind of access do you need (24 hour)?
- Where do you need to be?
- Does warehouse need an office, parking, heat, A/C, fencing, hard stand, security lighting?
- By when; for how long?
- Funding (mission? multi-mission?)
- Lodging - soft goods, housekeeping, phone/TV included?
- What does 10M gallons of water look like?



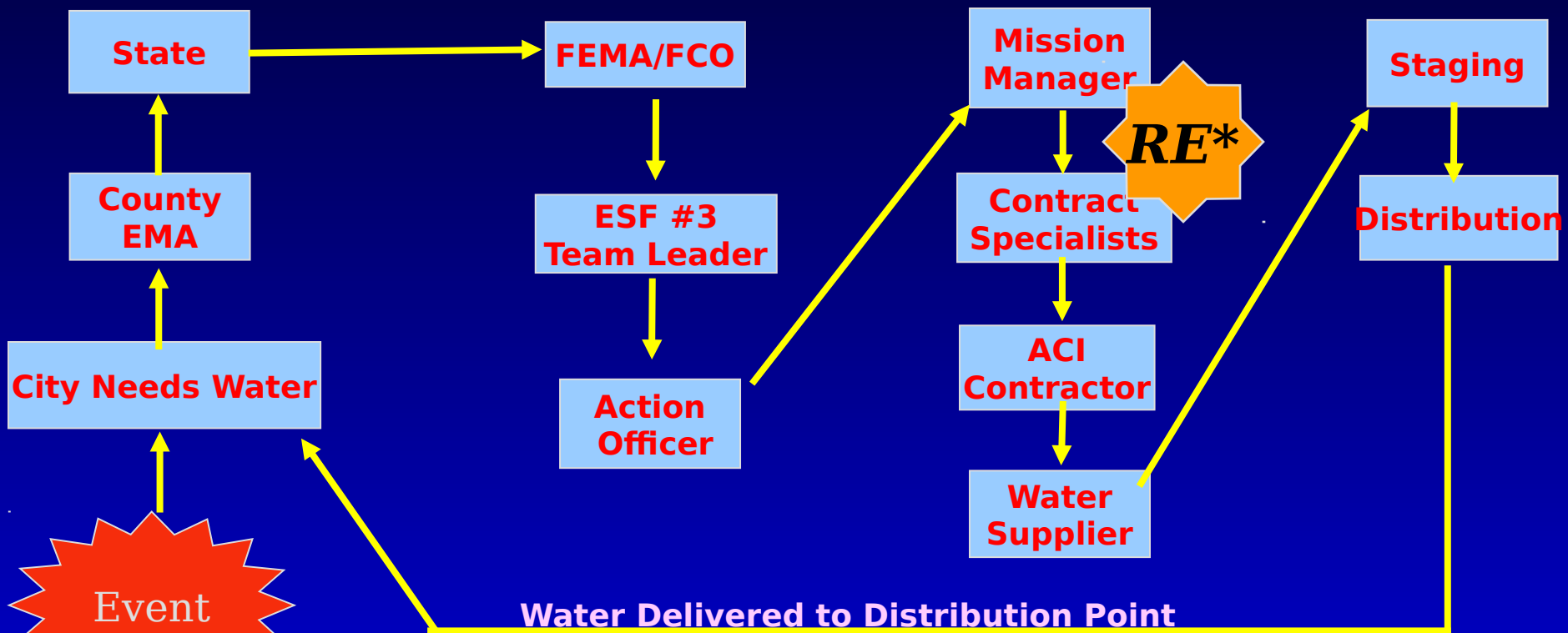
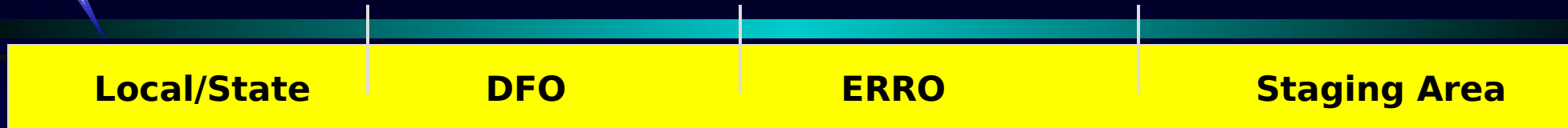
Typical Real Estate Instruments

- Leases
 - GSA
 - short and long forms
 - land
- Rights-of-Entry
 - pre-printed (roofing and power missions)
- Affidavits of Ownership
- Resolutions
 - Changes to emergency procedures make resolutions more atypical



Mission Execution Flowchart

Example: Water Mission



Event

Water Delivered to Distribution Point

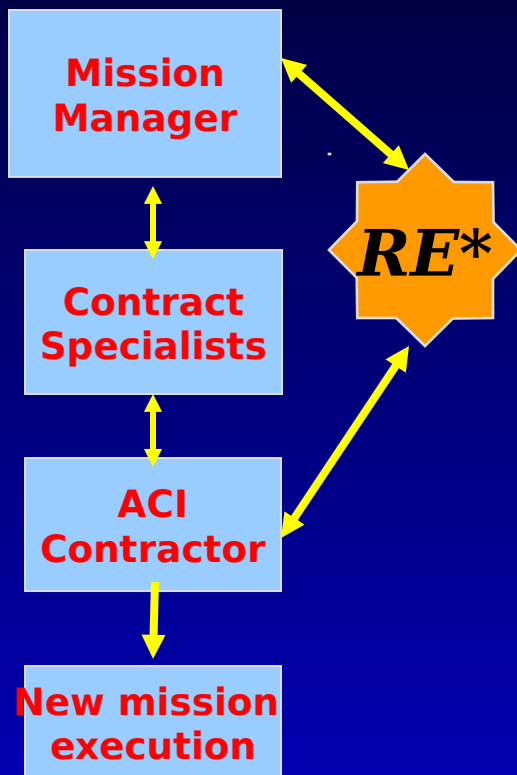
Prototype June 2001

**Mission PRTs must coordinate RE requirements and*



Mission Execution Development

ERRO



- Generally, mission specifics come from AO at DFO to PRT MM, but may occur at DFO
- Scope of the mission is developed by all parties. Could be PRT members - MM, MS, CT, RE, etc. - or include ESF#3, State, FEMA, contractor, RE Team Leader, other parties
- RE needs to understand the magnitude of the issues, the flow of work, administrative requirements, geographic area, who the players are, special conditions, etc.
- Answers to above will help



Mission Guidebook

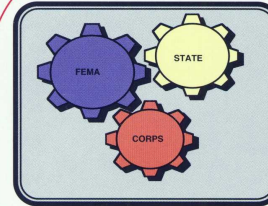
- Each mission has chapter
- Copy in EM
- Due to be updated soon
- Most current on ENGLink

Prototype June 2001

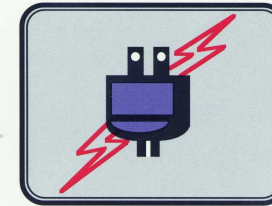


US Army Corps
of Engineers

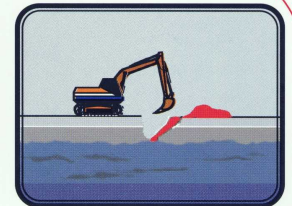
DISASTER GUIDEBOOK MISSION GUIDES



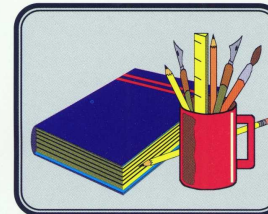
ESF-3 CONCEPT OF
OPERATIONS



EMERGENCY POWER



LEVEE REHABILITATION



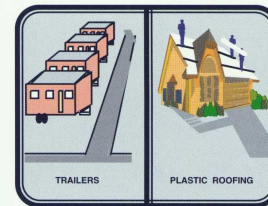
TECHNICAL ASSISTANCE



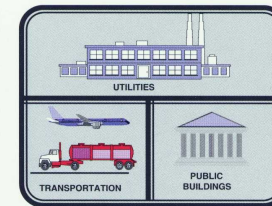
URBAN SEARCH
AND RESCUE



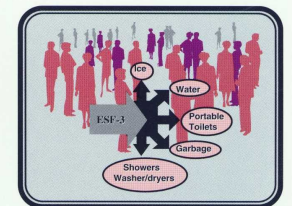
DEBRIS REMOVAL



TRAILERS
PLASTIC ROOFING



UTILITIES
TRANSPORTATION
PUBLIC BUILDINGS



ESF-3
Water
Portable Toilets
Garbage
Showers
Washer/dryers
HUMANITARIAN SUPPORT

Mission Statements

Ice and Water



- Generally, these missions are response activities
- Procure, transport and distribute bagged ice
- Provide emergency supply of potable water; includes procurement, transportation, and distribution for general public and/or response personnel

Access to or acquisition of real property may be necessary to facilitate mission execution





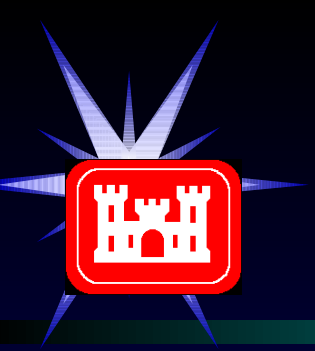
ICE &
WATER

PRT Staffing

ESF-3 Action Officer
Mission Manager
Mission Specialist
Logistics Specialist
Contract Specialist

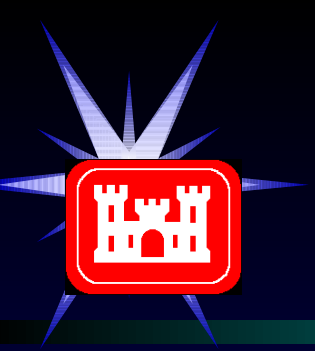
Mission Specialist (night shift)
LM (night shift)

Real estate requirements in support of ice and water missions are generally handled by the impacted District's



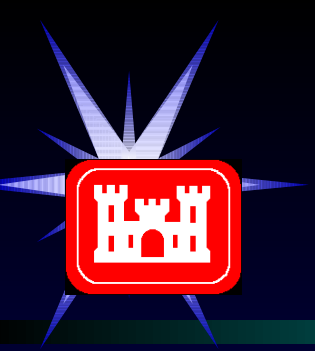
Action Officer

- Primary POC for ice at DFO
- Coordinates mission requirements
- Represents Division Forward
- Works under supervision of ESF #3 Team Leader



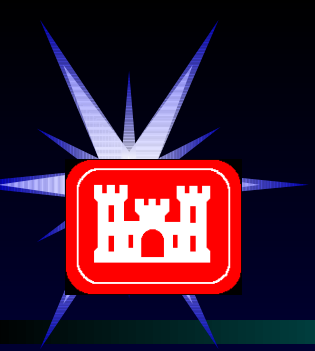
Mission Manager

- Acts as project manager for mission
- Scopes mission requirements
- Coordinates schedules
- Provides financial management
- Provides information for upward reporting
- Requires CEFMS access
- Work under supervision of Division Forward Commander in ERRO



Mission Specialist

- Works for Mission Manager (MM)
- Performs MM duties in absence of MM
- Maintains mission databases
- Prepares and maintains financial reports
- Requires CEFMS access

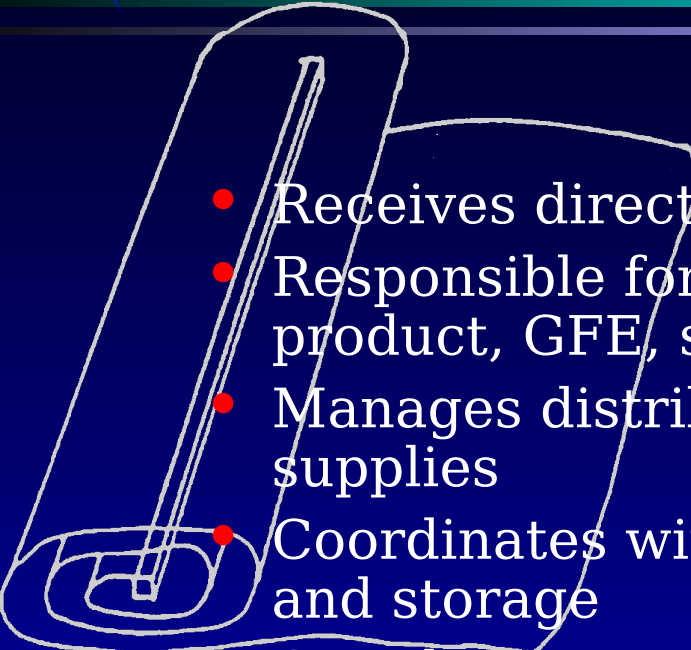


Contracting Specialist

- Receives direction from MM
- Supports Contracting Officer (KO) for all CT actions
- Provides direction to Contractor (KTR) [if contracting officer's rep (COR)]
- Works under general supervision of KO
- Requires CEFMS access
- Requires SAACONS (or SPS) access



Logistics Team Member

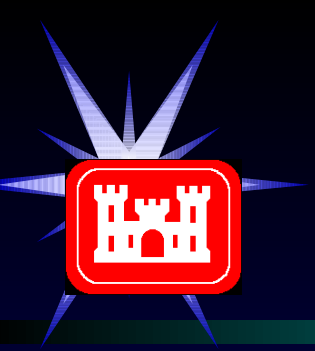
- 
- Receives direction from MM
 - Responsible for receipt, accountability and distribution of product, GFE, supplies
 - Manages distribution and inventory of product, GFE, supplies
 - Coordinates with MM/MS regarding reorders, distribution and storage
 - Coordinates w/ Realty Specialist on RE requirements, such as warehousing, staging, relocations, terminations, etc.
 - Provides reports to MM
 - Requires CEFMS access
- 

Typical Real Property Requirements for *Ice and Water*



- Staging areas
- Warehousing; receiving and storage
- Reefer staging
- Cold storage
- Distribution centers; typically shopping centers and grocery store parking lots are used for public pickup
- Distribution centers; typically warehouses are used for distribution contractors, National Guard, etc.





Real Estate Interests for *Ice and Water*

- Local entity generally provides real property
- RE (PRT, Impacted District RE Team, RE PRT) provides oversight and review of locally acquired interests/instruments
- If local entities cannot provide, RE will acquire

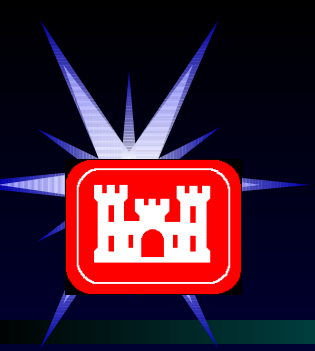


Real Estate Support for Specific Missions

Questions?

*Break time.
More missions to come.*





Mission Statement

Emergency Power

- Generally, response activity
- Assess emergency power needs and provide temporary electric service to critical public facilities; includes haul, install, maintain and recover generators
- Can include procurement of generators [“genset” is generator plus bill of materials (BOM)]





POWER

PRT Staffing

ESF-3 Action Officer

Prime Power Action Officer

Mission Manager

Mission Specialist

[Team may have database manager]

Logistics Specialist

Contract Specialist

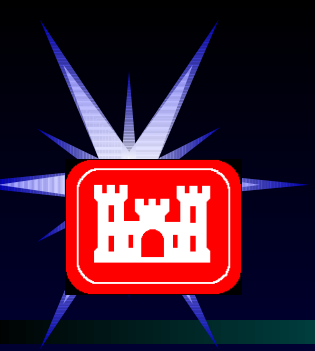
Real Estate Specialist*

Environmental Specialist

Mission Specialist (night shift)

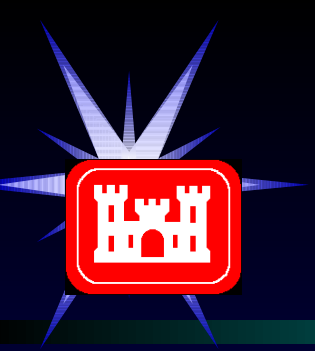
LM (night shift)

***This RE Specialist is the liaison between PRT, LM, PP, Impacted
Prototype June 2001 District, etc.**



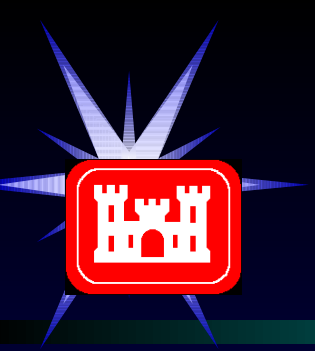
Prime Power Action Officer

- From 249th Engineering Battalion
- Coordinates mission requirements with mission action officer and ESF #12, Energy
- Works under supervision of ESF #3 Team Leader



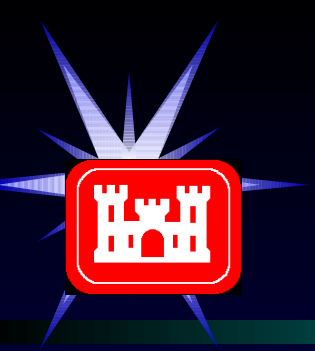
Realty Specialist

- Liaison between Impacted District RE ERRO cell and mission PRT members
- Assists in developing event specific mission execution requirements
- Coordinates RE requirements for additional mission areas/facilities, such as storage, staging, etc.
- Manages ROE forms
- May provide additional support to RE



Environmental Specialist

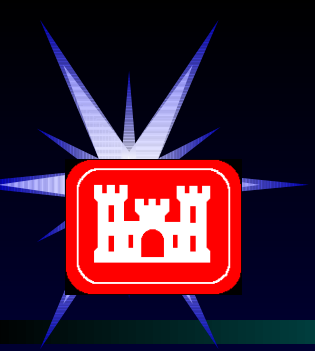
- Liaison between Impacted District Environmental cell and mission PRT members
- Assists in developing event specific mission execution requirements
- Coordinates further environmental testing requirements as needed
- May provide additional support to Environmental cell or other missions
- Spot checks ROEs in data entry cell to identify EBS retraining needs



Data Base Manager

- Duties may be performed by Mission Specialist
- Develops system to capture ROE data in database
- Reports daily production to MM/MS
- Develops exception reports for duplicate addresses, owner/rep names, ROE numbers, etc. - brings to MM attention





Post-Disaster Assessment - DFO

- Assessment by Prime Power or ACI Contractor
- Work with ESF #12 Energy
- Screen list of facilities
- Develop list of priorities
- Develop method of meeting demand





FEMA's Priority List

- Hospitals
- Clinics
- Morgues
- Water supply
- Sewage treatment
- Public infrastructure





Emergency Power ROE

Provides:

- *Liability protection*
- *Information regarding*
 - Location
 - Personal Property Accountability
 - Hold Harmless
 - Environmental conc

Prototype June 2001

Project or Activity Name Only	
RPT Number: xyz123	
Bar Code:	GPS Located: NC YRS: _____
DEPARTMENT OF THE ARMY RIGHT-OF-ENTRY FOR EMERGENCY POWER ACTIVITIES	
Project, Installation or Activity:	Print Number or Other Property Identification:
The undersigned, hereinafter called the "Owner/Agent", hereby grants to the UNITED STATES OF AMERICA, hereinafter called the "Government", right-of-entry upon the following terms and conditions: 1. The Government hereby grants to the Government an irrevocable right to enter upon the lands hereinafter described, at any time within a period of _____ from the date of this instrument, for the purpose of construction, operation, maintenance and recovery and any other work necessary for emergency recovery activities. 2. The right-of-entry includes the right of ingress and egress on other lands of the Owner as described below, provided such ingress and egress is necessary and not otherwise conveniently available to the Government. 3. All tools, equipment, and other property taken upon or placed upon the property by the Government shall remain the property of the Government and may be removed by the Government at any time within a reasonable period after the expiration of this permit or a subsequent one. 4. The undersigned agrees to accept responsibility for the reasonable and prudent use of the equipment and all such equipment as is used pursuant to this right-of-entry. 5. If any action by the Government's employees or agents in the exercise of this right-of-entry results in "extraordinary" damage to subject real property, the Government will, at the sole discretion, without liability, such damage as may be appropriate settlement with the Owner. In no event shall such remediation or settlement exceed the fair market value of the real estate in the real property at the time immediately preceding such damage. The Government's liability under this clause is subject to the availability of appropriations for such payment, and nothing contained in this agreement may be construed as implying that Congress will or shall make appropriations funds available to meet this obligation. The provisions of this clause are without prejudice to any claim the Owner may have to make a claim under applicable laws for any damages other than those provided for herein. 6. Except as provided hereinafter, the undersigned agrees and warrants that it will hold and save harmless the Government, its officers and agents, the Government and representatives for any damage or loss of any type whatsoever including claims for negligence either to the above described property or persons situated thereon, and hereby releases, discharges and releases any and all actions, claims or demands, which the undersigned and he may have pursuant to the right of entry. 7. The property affected by this permit or right of entry is located in _____ and is described as follows: _____	
WITNESS MY HAND AND SEAL this _____ day of _____, 20__.	
UNITED STATES OF AMERICA	
_____ U.S. Army Corps of Engineers Jacksonville, Florida	
_____ Owner/Agent Signature	
_____ Print Name	
_____ Address	
_____ Estate	
END OF A FORM (provided GEFM-22 May 1993)	



Right-of-Entry - Environmental

- Environmental Baseline Survey (site assessment)
 - Last page of ROE
 - Environmental condition at time of installation
 - Protection for Gov't & property owner
- Prototype June 2000 Environmental Release

USE ONLY PRINTED OR BLOCK LETTERS FOR ALL INFORMATION

ROE Number: xyz123

ROE Point: _____ GPS Location: 10 Y&Z: _____

Environmental Baseline Assessment Reconnaissance Report

This site is identified as an electrical generator site used during activities related to the _____
Emergency Response Operations. The size of the generator and location of the site are as follows:
A _____ kW/KVA generator is placed [address or narrative]; _____

(Skip to location and/or placement)

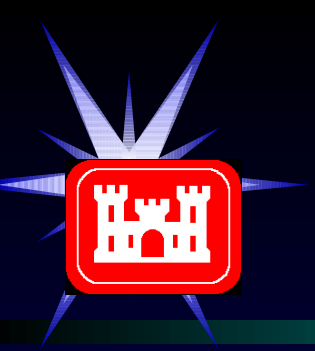
The general condition of the site is: _____

(Sketch site. Include oblique and spot elevations. Attach photos.)

_____ I concur with the above stated site condition.
_____ I do NOT concur with the above, because:

U.S. GOVERNMENT OF ARIZONA
Environmental Release
Form Name _____
Address _____
Phone _____

NOT FOR RELEASE OUTSIDE OF THE ARIZONA GOVERNMENT

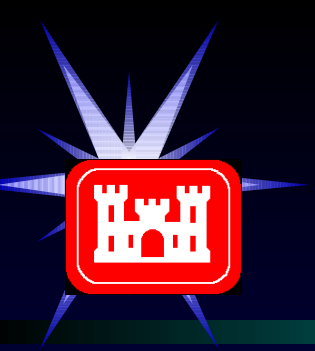


Special Considerations for *Emergency Power* Mission



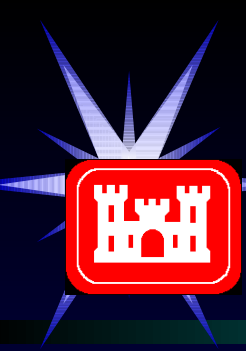
- Secure staging, siting and storage
- Safety
- Environmental
- Government-furnished proper accountability





Typical Real Property Requirements for *Emergency Power*

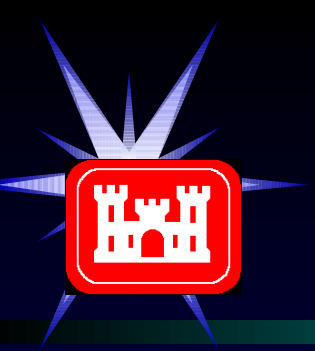
- Mobilization centers (generally FEMA acquired, special considerations)
- Staging areas
- Warehouses
- Installation sites
- Site and environmental releases



Real Estate Support for Specific Missions

Questions?





Mission Statement

Temporary Roofing

- Generally, recovery activity
- Provide temporary roofing to disaster victims
- Includes but is not limited to design, procurement, storage and distribution of materials, installation and QA and construction management of installation





TEMP.
ROOFING

PRT Staffing

ESF-3 - Action Officer
Mission Manager
Mission Specialist
Contract Specialist
Logistics Specialist (Materials
Control Technician)
Resident Engineer (2)
Data Base Manager
QA Team Leader (2)
Real Estate Specialist (2)*

Data Base Manager (night shift)

Prototype June 2001 ***This RE Specialist is the liaison between PRT and Impacted District**

Resident Engineer and QA Team Leader



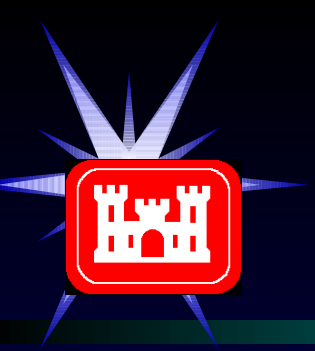
- Manage contracts
- Schedule work
- Supervise zones/QAs
- Report daily production



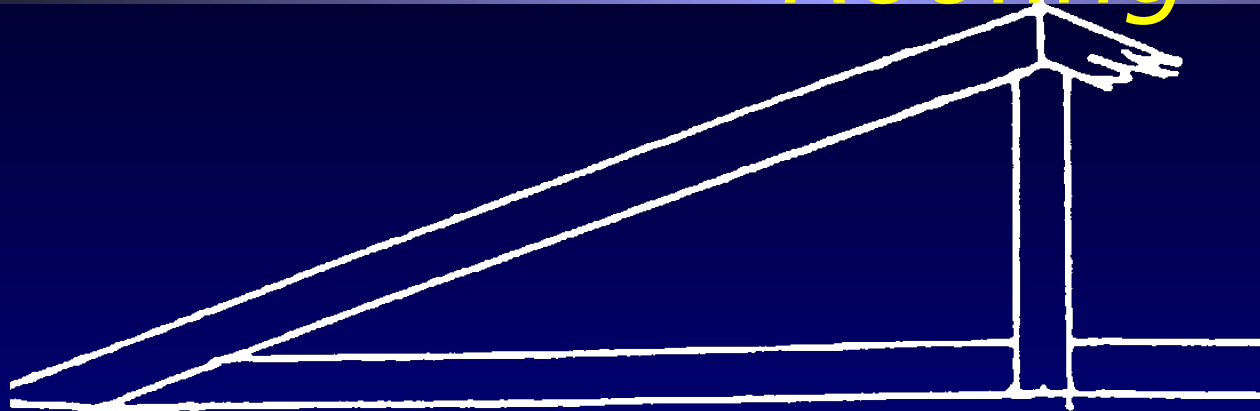
Realty Specialist for Temporary Roofing

- Coordinates w/ PRT
- Coordinates w/ RE ERRO cell
- Assists in training QAs
- Coordinates other RE requirements for mission
- Manages ROE forms for EFOs
- May help QAs acquire ROEs
- May provide additional support to RE cell





Typical Real Property Requirements for *Temporary Roofing*



- Rights-of-Entry*
- Warehousing
- Staging

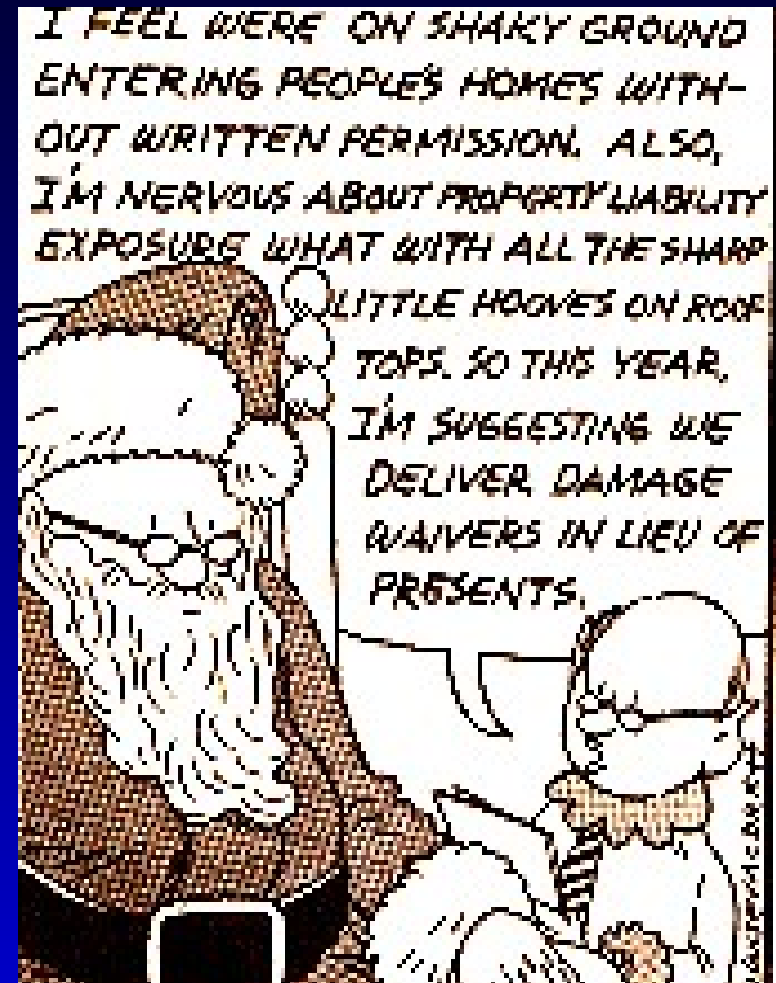
*Special ROE for temporary roofing mission has been developed and its use is explained in Temporary Roofing PRT course.

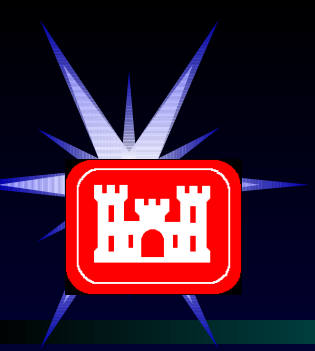


Real Estate Support for Specific Missions

Questions?

Prototype June 2001





Mission Statement

Debris

- Generally, clearance is response activity; debris reduction and removal are recovery
- Clearance requires moving debris to median or side of the ROW to allow for emergency traffic
- Storage, sorting, reduction and collection sites
- Disposal sites; landfills

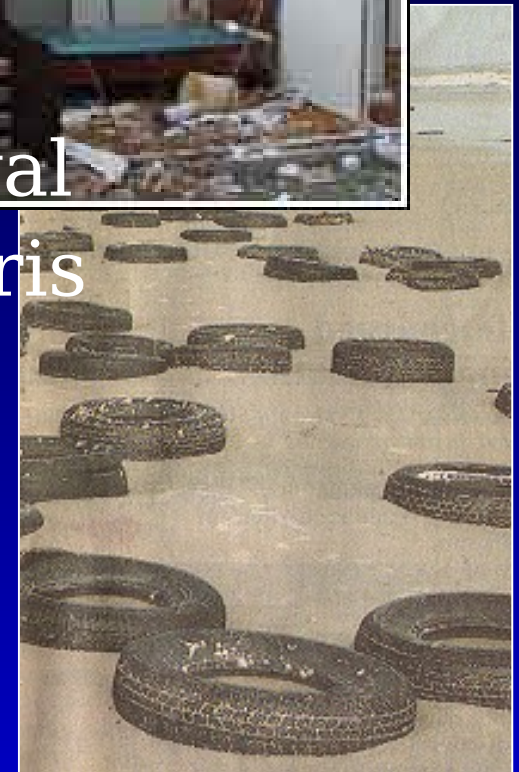




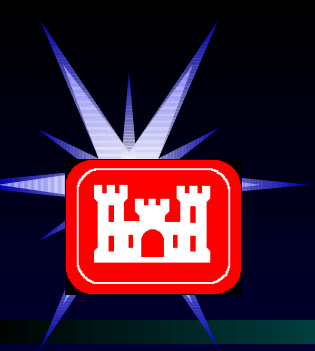
Special Types of *Debris* Missions



- Building demolition
- Trees off homes
- Sand removal
- Sunken vessel removal
- Private property debris removal



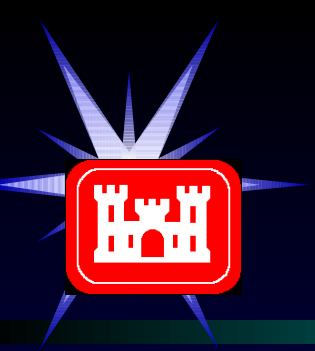
Prototype June 2001



PRT Staffing

- **ESF-3 - Action Officer**
Mission Manager
Mission Specialist
Contract Specialist
Resident Engineer (2)
QA Team Leader (2)
Real Estate Specialist (2)*
NEPA Compliance Manager
Environmental Engineer

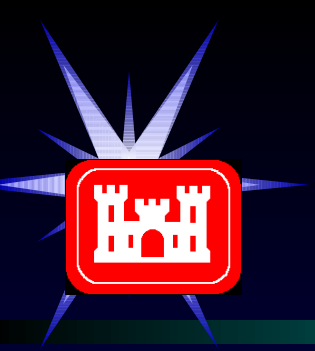
*This RE Specialist is the liaison between PRT and Impacted District



Environmental Team Members



- NEPA Coordinator
 - Project impact
- Environmental Engineer
- Coordination between PRT, EPA, property owners
 - HTRW disposal
 - Environmental baselines
 - Environmental releases



Typical Real Property Requirements for *Debris* *Missions*

- Land - collection sites
- Land - sorting and reduction sites
- Land - burn sites
- Sunken vessel storage
- Landfills
- HTRW disposal
- Rights of way
- Ingress/egress

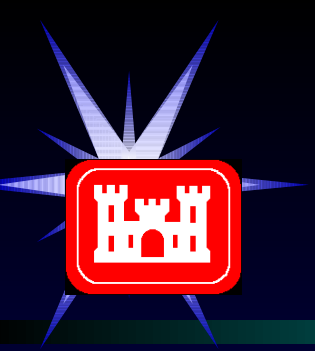




Real Estate Support for Specific Missions

Questions?



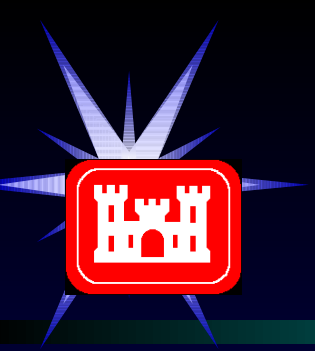


Mission Statement

Temporary Housing

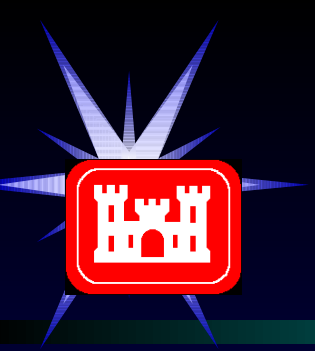
- Generally, recovery activity
- Provide temporary housing for disaster victims
- Includes, not limited to design, development of housing parks; hauling and installing travel trailer homes to private homes or existing parks; providing engineering and construction management to rehab or replace utilities
- May include tent cities





Types of Temporary Housing

- Travel trailers and manufactured housing (mobile homes) on private property
- Expansion of existing manufactured housing parks
- Construction of new travel trailer and manufactured housing parks
- Housing on vacant pads at existing parks
- Tent cities traditionally handled by military but could involve land leases, utilities, etc.



Temporary Housing Mission

Types of events where temporary housing may be needed

- Flooding
- Tornadoes
- Hurricanes
- Emergency mass immigration
- Hazardous spills
- Volcanoes
- Wars

PRT Staffing



**TEMP
HOUSING**

- **ESF-3 - Action Officer**
- Mission Manager**
- Mission Specialist**
- Contract Specialist**
- Logistics Specialist**
- Site Engineer**
- Electrical Engineer**
- Environmental Engineer**
- Cost Estimator**
- Resident Engineer (2)**
- Data Base Manager**
- QA Team Leader (2)**
- Real Estate Specialist (2)***
- NEPA Compliance Manager**
- LM - Receiving, QA (Night Shift)*

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**This RE Specialist is the liaison between PRT and Impacted*

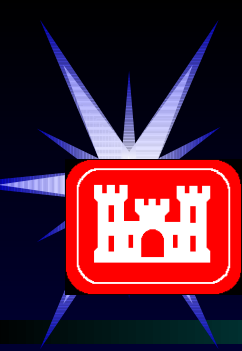


Typical Real Property Requirements for *Temporary Housing*



- Land for new housing parks
- Sites for rehabilitated parks
- Staging areas
- Utility easements
- Access
- Rights-of-entry
- Infrastructure requirements
- Temporary work easements





Real Estate Support for Specific Missions

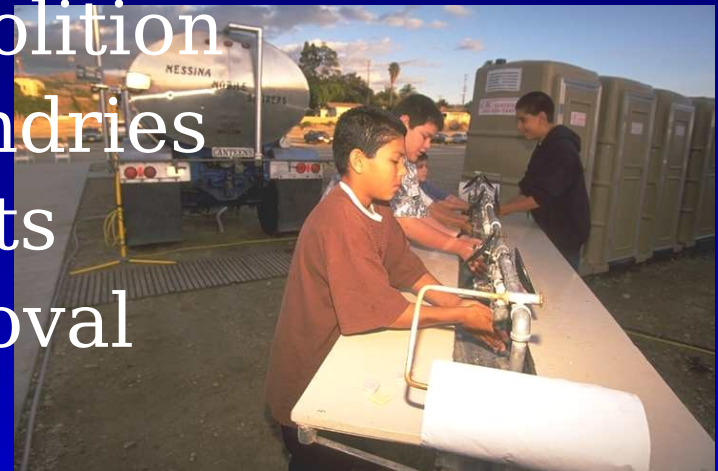


Mission Execution

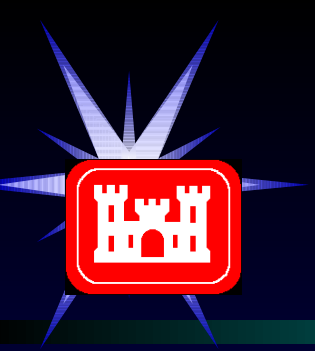
Technical Assistance



- Establish emergency shelters
- Temporary window repair
- Building demolition
- Showers, laundries
- Portable toilets
- Garbage removal



Prototype June 2001



Typical Real Property Requirements for *Technical Assistance*

- Be proactive in development of scope of mission
- Read scope of work!



Real Estate Support for Specific Missions

Questions
?



No one group can effectively and efficiently
accomplish these alone.

Prototype June 2001